B6602.2 Writing Skills: Phrases, Clauses, Sentences, and Punctuation

Phrases

- **Absolute**
- **Verb**
- **Prepositional**
  - **Adjective**
  - **Adverb**

Clauses

- **Noun**
- **Adjective**
- **Adverb**
- **Restrictive**
- **Nonrestrictive**
- **Dependent**
- **Independent**

Clause Signals

Type	Signal
Noun	How, that, what, whether, why
Adjective	That, which, who, whom, whose

Adverb Clause

Tells	Signal
How	As if, as though
On/under what condition	Although, if, provided that, though, unless
When	After, as, as soon as, before, since, until, when, whenever, while
Where	Where, wherever
Why	As, because, since, so

More Clause Categories

- **Restrictive**
- **Nonrestrictive**
- **Dependent**
- **Independent**

Sentence Types

- **Simple**
- **Compound**
- **Complex**
- **Compound complex**

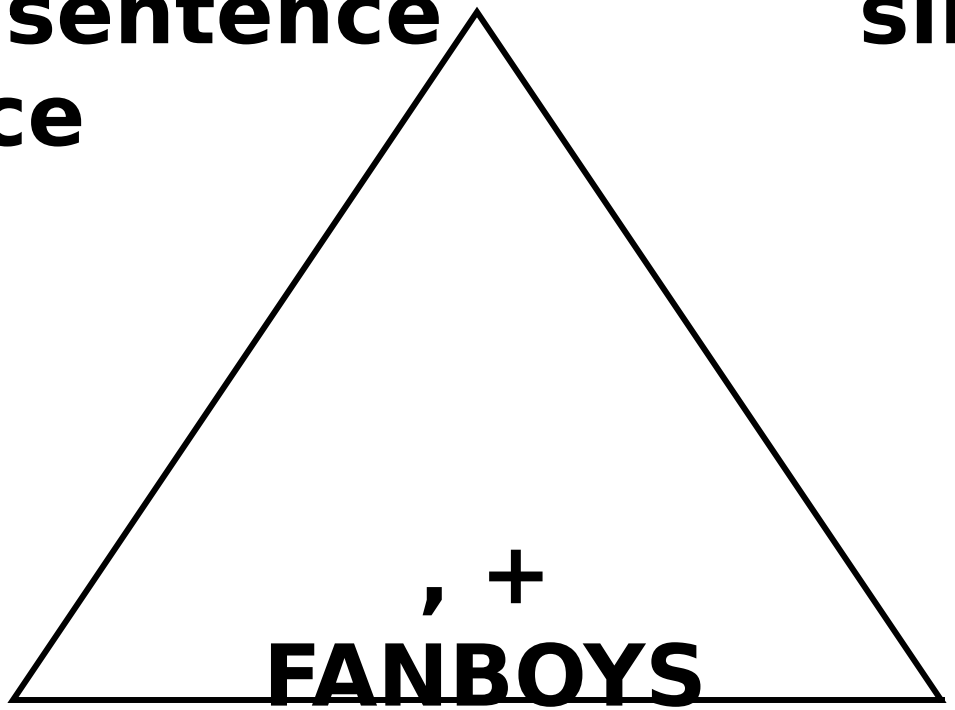
Simple Sentence

Subject + predicate = complete thought

Compound Sentence

Simple sentence

simple sentence



Complex Sentence

Dependent clause + independent clause

Independent clause + dependent clau

Punctuation

A woman, without her man, is nothing.

A woman: without her, man is nothing.

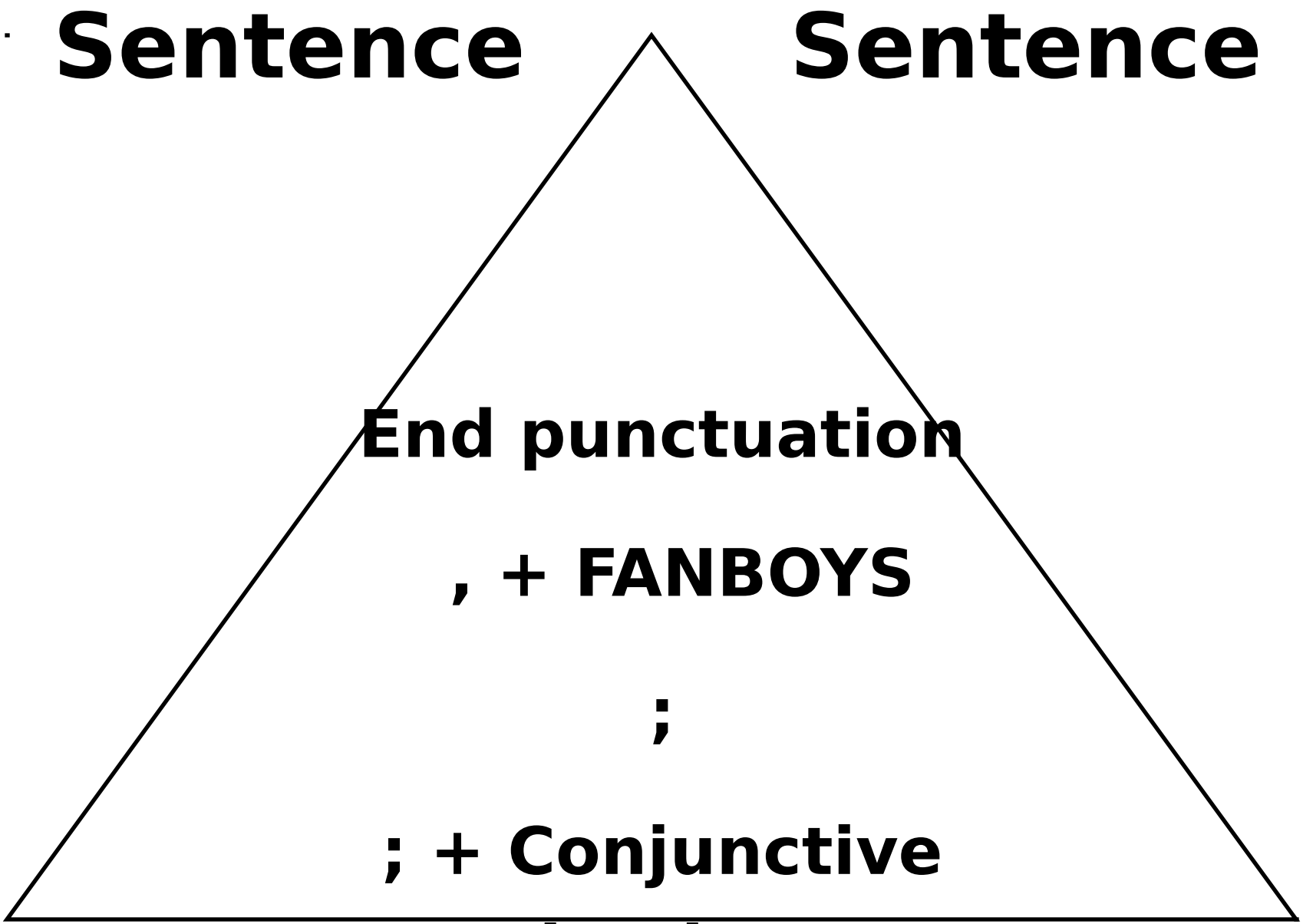
Quotation Marks

“.” “,”

“”: “”;

“?” “!” or “”?

“”!


Sentence
Sentence
End punctuation
, + FANBOYS
;
; + Conjunctive
adverb + ,

Modifiers

I passed the exam.

Only I passed the exam.

I only passed the exam.

I passed only the exam.

I passed the exam onl

I passed the only exam.

Misplaced Modifiers

Dressed and sorrowfully inadequate, the job seemed to be too much for Jim.

Although nearly completed, the analysts stopped working on the report to have dinner.

I recently learned some news about a stroke that I wanted to share with you.

Passive vs. Active Voice

Passive voice:
“To be” + past participle (-ed/-en)

Active voice: Subject does the actio

Be Positive

Focus on the right way to do things.

Study hard, so you don’t fail.

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